

# PURCHASING UPDATE



division of  
**Purchasing and  
General Services**

## Why use Statewide Best-Value Cooperative Contracts?

*By Tiffany Rydalch, State Contract Analyst*

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The State of Utah Division of Purchasing manages the State Cooperative Contracts program. This program offers Eligible Users\* competitive pricing and other benefits, such as extended warranties, maintenance, and customer service terms. Utilizing State Cooperative Contracts may save your agency time and money, while also providing best value for your organization and Utah taxpayers.

### Benefits to using State Cooperative Contracts (SCCs)

- **Save Time** – By using SCCs, there is no need for your agency to invest valuable time developing solicitations, issuing bids, evaluating responses, and executing contracts. State Purchasing incurs the expense of conducting one procurement for and on behalf of all public entities in Utah. State Purchasing has completed the work to bring the best value/best price to the contracts.
- **Save Money** – SCCs leverage the State of Utah's aggregate purchasing power by driving down costs and ensuring favorable contract terms and conditions. State Purchasing has negotiated the contract terms, selected qualified vendors, and outlined the services the vendors must perform relative to the contract.

# JUST THE FAQs

## Software Purchases and SCCs

By: Solomon Kingston

Below are answers to some of the FAQ's questions we receive on our Information Technology (IT) related contracts. If you have other questions, below please reach out to the assigned State Cooperative Contract (SCC) manager for the specific SCC you are interested.

**Q:** My agency is interested in a certain software. The software publisher (i.e., Microsoft) does not hold an SCC. Does that mean it is not available on SCC?

**A:** No. Many software publishers are available through software value added resellers (S-VARs) that do hold a SCC. The S-VAR price catalogs will list a wide variety of software publishers/solutions that are available on SCC. I recommend researching through the S-VAR's catalogs to verify the availability of a specific software publisher you are interested in. You are also welcome to contact Solomon Kingston, skingston@utah.gov, within State Purchasing to assist with your research.

**Q:** If a certain software publisher does not hold a SCC and the software publisher is not available through a S-VAR on SCC does that mean it is not available on SCC?

**A:** It depends. Even though a S-VAR on SCC does not currently list a software publisher on its catalog often times the S-VAR is able to partner with the software publisher to make the software publisher available under the existing SCC. This option though relies on the software publisher and S-VAR to partner together. To arrange something like this, connect with the SCC Manager within State Purchasing for options that may be available with a specific S-VAR you are interested in.

**Q:** A certain SCC related to IT has a contract # beginning with AR. I understand this is an "Authorization Required" contract. Whom do I need to get authorization from before using this contract?

**A:** It depends. Refer to the use instructions provided on the SCC landing page. The instructions provide what authorization is needed and by whom. Authorization required for IT SCC's is generally only applicable to those Executive Branch agencies under the Department of Technology Services' (DTS) jurisdiction. If you do not fall in the category listed for whom authorization is required, you can proceed with using the contract. Do ensure you follow any internal policy for your entity when using a SCC.

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- **Supplier Base** - When using SCCs you can reach a larger audience of suppliers. The SCC solicitation process also provides local, Utah-based businesses, with an opportunity to bid and receive a State Contract in order to provide services to all public entities in Utah.

### How to access State Cooperative Contracts

Eligible users can access a list of active statewide contracts here <https://statecontracts.utah.gov/Home/Search>. The website provides the contract number, vendor name, vendor contact information, ordering instructions and contact information for the State Contract Manager assigned to that respective contract. The Contract Managers are available to assist with specific contract-related questions and any other requests. Also, please feel free to reach out to the Contract Manager if you would like to be involved in the vendor selection process or if you have suggestions for a new State Cooperative Contract.

### Other helpful links

*How to Use a Cooperative Contract* located <https://statecontracts.utah.gov/Home/Search>

*Value of State Cooperative Contracts* <https://purchasing.utah.gov/for-agencies/training/>

\*Eligible Users include: A public entity, nonprofit organization, or, as permitted under federal law, an agency of the federal government. See Utah Code Section 63G-6a-2105.

## Quotes, Quotes, Quotes

*By Michael Glenn, State Contract Analyst*

“The quotes process is the foundation of public procurement” – Someone important at some time in history. The quotes process is a very important step in the procurement process and really can set the foundation for bigger solicitations. Quotes are the beginning competitive solicitation used with small purchases. Quotes are required by Code when the purchase is above a certain threshold (dependent upon each Public Entity). Quotes are a great method when it’s been decided that there are multiple vendors who provide the good/service you need and cost is the most important factor in who gets the award. With quotes, we are awarding to the vendor who can provide the good/service for the lowest dollar amount.

For Executive Branch Agencies, the thresholds for when quotes are required are when an individual procurement item(s) exceeds \$1,000. The act of getting the quotes is the same even if the quotes need to come through the Division of Purchasing to review and award.

Quotes can be obtained through multiple methods (phone, email, website, etc.), but it’s important that the vendors all receive the same information whichever way they are obtained. It’s a great practice to create a scope of work for each solicitation, even if it’s only a few

sentences long, describing the couple items you need. This way you can give vendors the exact information preventing a protest claiming that one vendor received preferential treatment over another due to the vendor getting more information than others. Perception can turn into reality quickly; we don’t want to give off the wrong perception which provides an opening for a protest.

Keys for success:

- Ensure quotes are obtained at the same time
- Make sure quotes are dated within 30 days of purchase
- Get an itemized quote
- Make sure there are no taxes
- Make sure shipping is included or addressed

Quotes can be a very useful and efficient process when the process is followed and due diligence is done ahead of time. They can get bogged down when there are delays in the process and then it can be a lot of back and forth between you, the end user, and the vendors and no one enjoys that.

For questions, contact Michael Glenn,  
[michaelglenn@utah.gov](mailto:michaelglenn@utah.gov)



## Small Package Delivery Services - SCC

Cherilyn Hess, State Contract Analyst

**IMPORTANT UPDATE REGARDING UPS contract for Small Package Delivery Services: the UPS Statewide Contract for Small Package Delivery Services is expiring on November 27, 2021.** The State of Utah Division of Purchasing and NASPO ValuePoint are in ongoing discussions with UPS to put in place a new master agreement, but are uncertain when a resolution will be reached. At this time, there will not be a new UPS small package delivery contract in place prior to the expiration date. UPS has declined to extend its current master agreement.

The Division of Purchasing has signed a participating addendum on the master agreement with FedEx. The new contract term begins on November 28, 2021. If your agency has been using the UPS statewide cooperative

contract, please know you will need to make other arrangements as soon as possible. Please review the contract with FedEx MA454 at:

<https://statecontracts.utah.gov/Contract/Details/MA454-Freight-and-Moving%7C049a6415-5636-4eca-97b2-b9c171fd2c58>

If you have any questions regarding the expiration of UPS's master agreement or any questions about our other Small Package Delivery Services, please do not hesitate to contact Cherilyn Hess at [chess@utah.gov](mailto:chess@utah.gov).

The Division of Purchasing will continue to share updates regarding UPS negotiations as they become available.





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## Spotlight Article



### Amy Christensen, Contract Analyst

Hi! I'm Amy Christensen. I'm married with four children, ages 16, 13, 11, and 5. I graduated with a history degree from Weber State in 2005 and had our first son two days after turning in my senior thesis. I've been a stay home mom for quite a few years now, but am excited to get back into the work field now that my kids are older. I was born and raised in Ogden, UT, but have lived in both California and Arizona in recent years for my husband's grad school and work. I loved living out of state (and enjoyed the warmer weather), but we are very happy to be back in Utah

living near family. For fun, I like to do anything outside and with my family. I know it's cliché, but it's true. I love working out, hiking, paddle boarding, cooking/baking, being at the beach, and have recently started skiing. We are also big Disney and Star Wars fans! I'm really excited to be working with the Division of Purchasing and am very grateful for the warm welcome from all of you!

#### Q and A

**Question:** What's the best vacation you have ever been on?

**Answer:** When I was younger, I had the opportunity to go to both Japan and Europe (The British Isles and France.) I loved them both, but especially loved Japan! This past summer my family traveled to the Hood Canal up in Washington State. Although it wasn't foreign or exotic, we loved all that we could do in nature and it had the best of both worlds - ocean and forest.

**Question:** What is your biggest fear?

**Answer:** Snakes.

**Question:** If you could have dinner with any famous person, who would it be?

**Answer:** Lauren Zima (I'm sure no one knows who she is, but she's a favorite of mine on Instagram and makes me laugh).

**PRESENTERS:** State Purchasing

**TOPIC:** TBD

**DATE:** 12/16/2021

**TIME:** 12:00 PM—1:00 PM



### How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please send an email to Jessika Huhnke, [jessikahuhnke@utah.gov](mailto:jessikahuhnke@utah.gov)

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Hours: 8:00 am—5:00 pm M-F

